



## Department of Aging

John Kasich, Governor  
Bonnie K. Burman, Sc.D., Director

March 5, 2018

Via Electronic Mail Only:

[dstevens@campaignforaccountability.org](mailto:dstevens@campaignforaccountability.org)

Daniel Stevens

Executive Director

Campaign for Accountability

**Re: "Ohio Open Records Request" dated February 13, 2018**

Dear Mr. Stevens:

Please accept this correspondence as a follow up to the Ohio Department of Aging's acknowledgement of the above records request on February 16, 2018, including a partial response and a request for clarification.

On February 13, 2018 you requested:

- Copies of all grant agreements entered into or agreed upon by the Ohio Department of Aging and Coleman Professional Services, also known as Coleman Pregnancy Center, and formerly known as the Pregnancy Center of Kent, from January 1, 2013 to present; and
- Records of any kind, including electronic records, calendars, schedules, meetings and conference call invitations, audiotapes, videotapes, and photographs . . . any letters, emails, facsimiles, telephone messages, voice mail messages, and transcripts, notes or minutes or any meetings, telephone conversations, or discussions . . . any attachments to these records.

As a partial response to the above requested, attached please find copies of relevant grant agreements and their corresponding notice of grant awards from 2013 to the present.

Additionally, this correspondence shall also serve as a request for clarification. Pursuant to Ohio Public Records Law, a request for public records must be specific enough for ODA to reasonably identify responsive records. Specifically, a requestor must identify the records he or she is seeking "with reasonable clarity," to ensure ODA can identify responsive records based upon the manner in which we ordinarily maintain and access the public records we maintain. *State ex rel. Glasgow v. Jones*, 119 Ohio St.3d 391, 2008-Ohio-4788. The request must describe what the requester is seeking "specifically and particularly." *State ex rel. Zidonis v. Columbus State Community College*, 133 Ohio St.3d 122, 2012-Ohio-4228.

Please note that ODA's records are organized, maintained, and accessed by subject matter. Please refer to the retention schedules followed by ODA to assist you in revising your request to specify records in the manner that they are maintained and accessed. You can find the general retention schedules for government entities at <http://apps.das.ohio.gov/rims/General/General.asp>.

246 N. High St. / 1st Fl.  
Columbus, OH 43215-2406 U.S.A.  
[www.aging.ohio.gov](http://www.aging.ohio.gov)

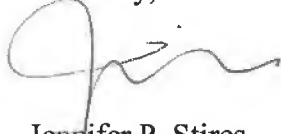
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Your request seeks records of any kind from January 1, 2013 to the present; however, you fail to identify the subject matter of the requested records and fail to identify the ODA employees who may have possession of said records.

Accordingly, as you fail to identify with reasonable clarity an actual record you desire, ODA has determined the second part of your request is ambiguous, overly broad, fails to request records in a manner that we can reasonably identify the public records being requested, and impermissibly seeks what amounts to a "complete duplication" of ODA files. Therefore, pursuant to Ohio Revised Code 149.43(B)(2), to facilitate production of responsive documents, please consider this correspondence our request for clarification.

If you have any questions or if you choose to revise your request, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Stires", with a stylized flourish at the end.

Jennifer P. Stires  
Chief Legal Counsel

Attachments